

J-1 VISITORS: WELCOME TO JEFFERSON LAB

WELCOME!

Welcome to the Jefferson Lab Exchange Visitor Program. We are glad you are here and trust both you and the Laboratory will find your visit to be a mutually beneficial experience. If you have any questions or concerns during your stay at the Lab, please contact the International Services Office and the staff will make every effort to provide the necessary information and/or assistance.

Noted below are a series of web addresses that will provide important information on the Lab, the local area, and other relevant topics. Please visit them as you go through this Orientation Program and note those you may wish to visit again at a later date.

NEWPORT NEWS AND THE VIRGINIA PENINSULA

Please visit the following website containing information on the local area; note the website address for future reference.

<http://www.discoverourtown.com/TownPage.php?Town=289&Cat=Transportation#TopAnchor>

WHAT IS JEFFERSON LAB?

<http://www.jlab.org/visitors/>

This web address includes links on location, how the Lab works, why the Lab is unique, the site plan, important milestones and interesting facts about the Lab and the work being done here.

SITE ACCESS AND SECURITY

http://www.jlab.org/hr/Admin_Manual/300/301.html

Refer to Admin Policy 301.02 on badging and site access issues.

ENVIRONMENT, HEALTH AND SAFETY (EH&S)

<http://www.jlab.org/ehs/manual/EHSbook.html>

<http://www.jlab.org/adminmanual/00/103.html>

Reference both the EH&S Manual and Policy 103.01 of the Administrative Manual for specific information on the Lab's EH&S requirements. Jefferson Lab is strongly committed to health and safety and your adherence to safety policies is critical.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

<http://www.jlab.org/adminmanual/200/202.01.html>

Jefferson Lab is strongly committed to equal employment opportunity and affirmative action. This commitment is practiced by ensuring all personnel actions are administered without regard to race, color, religion, sex, marital status, national origin, ancestry, age, disability, veteran status and, within the limits imposed by law, citizenship.

FOOD SERVICES AND SURA RESIDENCE FACILITY

<http://www.jlab.org/adminmanual/200/213.html>

Admin Policies 213.01 and 213.02 provide information on the Lab's cafeteria and other food services and the SURA Residence Facility.

If you are planning a meeting, conference, workshop, seminar, symposium, or special event, contact Staff Services at ext. 6368 for assistance.

LIBRARY SERVICES

<http://www.jlab.org/adminmanual/200/214.html>

The Jefferson Lab Library is located on the first floor of the ARC Building (Building 1). The Library collection includes scientific and technical monographs, serials, and preprints, selected documents and reports by intergovernmental organizations and scientific laboratories, local and national newspapers, and archival copies of SURA/JLab documents.

HOLIDAYS AND LAB CLOSURES

<http://www.jlab.org/adminmanual/200/206.html>

A holiday shutdown usually occurs at the Lab near the end of the calendar year. JLab Management may announce additional closures as required by business necessity.

STANDARDS OF CONDUCT AND PERFORMANCE

<http://www.jlab.org/adminmanual/200/208.html>

As an integral member of the SURA/JLab community, you are expected to:

- carry out your job duties and responsibilities as defined by management*
- observe acceptable business principles and standards of conduct*
- achieve established high standards of job performance*
- give a productive day's work to the best of your abilities and skills*
- adhere to established standards of attendance and punctuality*
- demonstrate considerate, responsive, courteous, and constructive behavior toward fellow staff and visitors*
- adhere to all policies, practices, and programs adopted by the Laboratory*

AVAILABLE HEALTH CARE, EMERGENCY ASSISTANCE, AND INSURANCE COVERAGE

INSURANCE

Individuals who participate in the foreign visitor programs conducted by Thomas Jefferson Accelerator Facility are eligible for insurance coverage underwritten by ACE American Insurance Company. Lawful spouses and unmarried children under the age of 19, including adopted children who are traveling and residing with the visitor, may also be covered. The insurance is effective from the time the participant leaves his/her Home Country and terminates upon his/her return to the Home Country after completion of the foreign visitor program. The insurance only covers the

participant while he/she is participating in the foreign visitor program at the direction and expenses of Thomas Jefferson National Accelerator Facility and does not include extension outside of the defined trip duration. The insurance will pay 100% of covered injury or illness up to a maximum of \$50,000, provided the covered expenses do not exceed the usual and customary expenses for the geographical area where the services are rendered. Claims are administered by Administrative Concepts, Inc.

HEALTH CARE

Excellent medical care is available at a variety of locations in Newport News and surrounding communities, many in close proximity to Jefferson Lab.

EMERGENCY ASSISTANCE

In addition to the health insurance program described above, JLab's J-1 visitors also have access to the 24-hour Assistance network for emergency assistance anywhere in the world. Simply call the assistance center toll free from within the USA and Canada: 1-800-546-6349 or outside the USA or Canada direct at 202-659-7785 or collect.

THE JEFFERSON LAB EXCHANGE VISITORS (J-1) PROGRAM

*See **Exchange Visitors (J-1) Information Sheet** included in the **Visitor Packet** provided by International Services.*

RULES AND REQUIREMENTS

- *Know and abide by the legal regulations that govern your stay in the U.S.*
- *Maintain a valid passport—valid for six months beyond planned stay*
- *Notify our office of any changes to employment (position change or change in work assignment or leave of absence)*
- *Notify our office when traveling abroad*
- *Request extensions of stay in a timely manner*
- *Maintain approved work authorization documents for continued employment*

SPONSOR AND RESPONSIBLE OFFICER INFORMATION; CONFIRMATION OF RECEIPT

On the following sheet, fill in the name, address and relevant contact numbers of your Sponsor. The name, telephone number, Fax number and e-mail address of the Lab's Responsible Officer for your Visitor Program are also included for your information. Print the page and retain the information for reference during your stay at the Laboratory.

Also print the last sheet of this package, sign confirming that you have reviewed the information and referenced web addresses, and forward it to the International Services Office for their files.

JLAB SPONSOR

LOCAL ADDRESS

TELEPHONE/FAX/E-MAIL ADDRESS

JLAB RESPONSIBLE OFFICER FOR J-1 VISITORS:

Sue Ewing

Jefferson Lab International Services Office

CEBAF Center L107, MS 12B

Telephone: 269-7687

Fax: 269-7003

E-mail: ewing@jlab.org

TO: **JEFFERSON LAB INTERNATIONAL SERVICES OFFICE**

FROM:

(J-1 Visitor Name)

(Local Address)

(Jlab telephone, e-mail)

I confirm that I have reviewed all information included in the JLab Visitors' Orientation Program, including the referenced websites, noted any relevant information for future reference, and received a copy of the Information Packet provided by JLab International Services.

(Name)

(Date)

Received by:

(International Services)

Date:
